

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 95-47

June 14, 1995

TO: All Regional Directors, Officers-in-Charge  
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Comment on Reporting Contractor Performance

The Procurement and Facilities Branch is planning to exercise the option to renew the current court reporting contracts for the forthcoming fiscal year.

When the court reporting contracts were awarded beginning October 1, 1994, all field offices were asked to monitor the contractor's performance and inform the Procurement and Facilities Branch of any problems. If you or your staff have experienced problems with the performance of the contractor which have not been reported, please forward them to James H. Sunderlin, Chief, Procurement and Facilities Branch, by the close of business June 26, 1995. Negative reports may be reported by memo or E-Mail. The Procurement and Facilities Branch will review the problem(s) and, as appropriate, take steps to ensure corrective action(s) is taken by the contractor.

B. A. B.

MEMORANDUM OM 95-47